



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

Class Title: <b>DISABILITY CLAIMS EXAMINER 1*</b>			Abbreviation: <b>DISA CL EX 1</b>
Class Code: <b>79981</b>	OCC Code: <b>7</b>	Analyst: <b>EX</b>	Effective Date: <b>June 24, 2001</b>

**SUMMARY:** Under immediate supervision, is responsible for professional disability claims examination work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Disability Claims Examiner sub-series. An employee in this class is responsible for learning to adjudicate initial disability claims. This class differs from that of Disability Claims Examiner 2 in that an incumbent of the latter is responsible for working-level disability claims examination duties.

\* An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

#### EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Learns to process medical records for initial disability determination; identifies impairments; enters treatment dates chronologically into records and computer database; assesses records to ensure that evidence presented is sufficient and relevant; authorizes payment for medical records; interprets test results according to Social Security policy and procedure; compares claimant physical and mental condition to Social Security Administration list of impairments; consults with treatment source and in-house doctors to ensure that case development is sufficient; assesses need for medical examinations for claimants; arranges for medical examinations and tests.
2. Learns to review disability applications; determines jurisdiction, relevant treatment sources and proper time period for requests of claimant records; conducts telephone interviews with claimants or others to clarify information on applications; determines requirements for medical and psychological tests and findings needed for application processing; requests appropriate records and evidence to use in case development; determines recency and relevance of evidence.
3. Learns to determine claimant's eligibility for disability income, including Social Security Disability, Supplemental Security Income or Medicaid using medical, psychiatric, vocational, and educational data; composes decision letters to claimants; selects and sends proper federal disability determination notices to claimants; explains medical and vocational decision issues to claimants verbally or in writing; refers eligible claimants to rehabilitation training or other services; codes and enters decisions into computer databases; may write technical rationale for determinations; may determine and make recommendations regarding claimants' ability to handle income.



# STATE OF TENNESSEE

## DEPARTMENT OF HUMAN RESOURCES

### CLASS SPECIFICATION

Class Title:  
**DISABILITY CLAIMS EXAMINER 1\***

Abbreviation:  
**DISA CL EX 1**

Page 2

4. Learns to assess claimants' medical condition; verifies accuracy and reliability of evidence provided by claimant and other sources; interprets examination results based on Social Security policy and procedure; determines degree and duration of impairment; determines exertional and non-exertional limitations; assesses credibility and weight of evidence provided by claimant for consideration in disability determinations; assesses the effects and impact of pain and fatigue on claimants' abilities; determines the combined effects of impairments on claimants; establishes the onset and duration of adult residual functional capacity.

5. Learns to assess claimant vocational status; identifies and examines claimants' past relevant work; compares work and earnings claimed to those reported as earnings by the Social Security Administration; determines if claimant's past work is substantial gainful activity using income tables; determines time required for skill acquisition for job options; compares functional requirements of work with claimants' disabilities and capabilities; determines claimants' ability to do work using vocational tables based on age, education, transferability of skill and level of functional capacity.

#### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.

**Necessary Special Qualifications:** None

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.